

CITY OF ATLANTA ADVERTISEMENT FOR BIDS

Sealed Bids for **FC-6004007833-05, Tree Trimming Service in City Right-of-Ways**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement (“**DOP**”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 p.m., Wednesday, February 23, 2005**.

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.****

THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443, AND NO BID SHALL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.

Bids will be read publicly at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

SCOPE OF WORK: The City of Atlanta (the “**City**”) solicits bids from qualified firms to undertake the trimming of trees located in City parks, those extending into City right-of-ways, and trees on municipal property.

A Pre-Bid Conference will be held on **Tuesday, February 1, 2005, at 11:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-Bid Conference is to provide the bidders with information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Parks, Recreation and Cultural Affairs to address the technical requirements, DOP to address questions about the procurement process, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Bidders are urged to attend the Pre-Bid Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting Bid packages for this project will be available for review/purchase at a cost of **\$25.00** as of **Tuesday, January 25, 2005** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; and therefore, is non-refundable.

Please be advised that all responses to this proposal are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any document prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a bid and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure in responses to a request.

If you have any questions regarding this project, please contact Rholanda Malveaux Stanberry, Contracting Officer, at (404) 330-6938, or by e-mail at RMalveaux@AtlantaGa.Gov. Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all Bids and to waive any technicalities.

****This Proposal Document cannot be downloaded. Potential Proponents must purchase this document from the DOP's Plan Room.****